Approved For Release 2008/12/09 : CIA-RDP78-03097A000200030062-4

CONFIDENTIAL

15 July 1948

MEMORANDUM FOR THE STAFF:

SUBJECT: FBIB Duty Officer

1. During periods outside official FBIB working hours (8:30 A.M. to 5:00 P. M. EST) and on weekends and holidays, the shift editor on duty in the wire room will act as Duty Officer for the FBIB.

2. The Duty Officer is responsible for all incoming telephone calls, wires, messages, or visitors. Matters beyond the scope of his routine editorial duties will be referred by telephone to the appropriate official of those named below, in accordance with the nature and urgency of the problem.

Name	Title	Telephone No.
[redacted]	Chief, FBIB	25X1
	Deputy Chief, FBIB	
	Chief, Field Div.	
	Administrative Officer	
	Chief, Editorial Div.	
	Chief, Special Reports Div.	
	Asst. Chief, Spec. Rep. Div.	
	Chief, European Reports Sec.	
	Chief Engineer	
	Liaison Officer	
	Chief, Wire Service Sec.	
	Chief, Broadcast Information Sec.	

3. If the Duty Officer is unable to reach any of these officials, he will call the Stand-by Officer for the Office of Operations, or failing that, the CIA Duty Officer (8:30 A. M. to 5:00 P. M. Saturdays and Sundays - Extension 601) or Stand-by Officer. Current lists of these Office of Operations and CIA Stand-by Officers will be kept in the possession of the Duty Officers.

This document part of classified integrated file. MR/R CHECK required prior to individual classification action.

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4. Any material classified above restricted will be passed by hand to the succeeding Duty Officer for his personal surveillance until it can be delivered to a safe.

5. In any case where it is necessary to contact officials other than those listed in paragraph 2 above, the Chief, FBIS will also be notified as soon as he can be contacted.

6. The Duty Officer will insure that the wires are fully protected at all times, and will remain at his post of duty until properly relieved.

L. K. WHITE

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